

ERROR NOTICE (USE THIS FORM ONLY TO REPORT ERRORS)		1. DATE	
NOTE TO EMPLOYEE: Normally, <i>second</i> check you receive after sending Error Notice should show adjustment requested. (See Information to Employee on Reverse Side of Form)		2. NAME	
		3. SS ACCOUNT NO.	4. TK NO.
		5. SPO	
TO: DHHS DIVISION OF PAY SERVICES AND PAYROLL ACCOUNTING POST OFFICE BOX 1620 WASHINGTON, D.C. 20013		6. ERROR OCCURRED IN PAY PERIOD ENDING:	
		SENDER: <ul style="list-style-type: none"> Insert your name and address in space provided below. Forward original and one copy. Retain one copy for your file. You should receive letter confirming receipt of your Error Notice within 10 days. 	
----- (Fold)			
7. Describe the nature of the error in detail. Attach Employee's Copy of Earnings and Leave Statement, if necessary. Use this Error Notice to refer only to me payroll error(s) of the employee named above.			
----- FOR USE BY DIVISION OF PAY SERVICES AND PAYROLL ACCOUNTING ----- (Fold)			
8. REPLY:			
9. PR UNIT NO.	10. DATE COMPLETED:	11. SIGNATURES:	
		CLERK _____ SUPERVISOR _____	
		12. EFFECTIVE PAY PERIOD ENDING:	
<div style="display: flex; align-items: center; justify-content: space-between;"> <div style="border: 1px solid black; width: 40%; height: 60px; position: relative;"> <div style="position: absolute; top: 5px; left: 5px;">13.</div> </div> <div style="text-align: center;"> </div> <div style="text-align: right;"> SENDER'S NAME AND MAILING ADDRESS </div> </div>			

INFORMATION TO EMPLOYEE:

Title 5 USC 5501 et seq and Executive Order 9397 authorize the collection of the information requested on this form, including the Social Security number. The information you disclose, including your Social Security number, will be used to determine if a pay error exists and to correct the pay error. The information may also be used: a) by a Federal, state or local agency for investigating or prosecuting a violation or potential violation of law; b) by the Civil Service Commission in carrying out its functions; c) by the Department of Treasury in preparing and issuing employee salary and compensation checks and U.S. Savings Bonds; and d) for other routine uses published in accordance with 5 USC 552a. Your failure to disclose the information requested, including your Social Security number, may result in the pay error not being corrected or brought to the attention of the payroll office.